



Community Action Partnership
of San Bernardino County

696 So. Tippecanoe Ave
San Bernardino, CA92415
www.capsbc.org

The Promise of Community Action changes people's lives, embodies the spirit of hope,
improves communities and makes America a better place to live.

We care about the entire community, and we are
dedicated to helping people help themselves and each other.

HEAP EMERGENCY UTILITY ASSISTANCE 2012

BY APPOINTMENT ONLY FOR: TUESDAY, WEDNESDAY AND THURSDAY

PLEASE CALL— (909)723-1680 MONDAY – FRIDAY 8:00AM TO 4:45PM

The Community Action Partnership of San Bernardino County (Energy Conservation Program) is processing HEAP (Home Energy Assistance Program) applications for qualifying residents to receive an annual CREDIT, which can be applied towards, GAS or ELECTRIC accounts. **Qualification will be based on criteria set by the State and agency profile goals.**

DOCUMENTATION REQUIRED: (COPIES ONLY)

- Both **CURRENT GAS** and **ELECTRIC** bills with **usage** are required (all pages to electric bill). (Note: Bills must be for a minimum of 22+ days of service.) **FINAL CALL OR SHUT OFF NOTICE** is necessary, but **DO NOT** take the place of the actual Gas and Electric bills.
- Rental agreement A **MUST** for CURRENT address /mortgage payment book showing your name and proof of residency. **NO RENT RECEIPTS**
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Acceptable types of IDENTIFICATION:

- CALIFORNIA PICTURE ID with CURRENT address a **MUST**
No brown change of address cards from the DMV accepted
- SOCIAL SECURITY CARD A **MUST** for all household members.

INCOME VERIFICATION MUST BE PROVIDED FOR ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN.

CURRENT proof of income:

- **TANF (AFDC), FOOD STAMPS, General Relief for the CURRENT MONTH**
- 2012 Award letter for SSI/SSA or **CURRENT** bank statement showing amount (s) deposited. **NO 1099 forms for the year 2011 SSA/SSI income.**
- **WAGES** (check stubs for prior 30 day PAY PERIODS).
- **All adults over the age of 18 years with no income must complete a CA43B Declaration of No Income form.**
- Verification of child support ("CURRENT MONTH" printout of prior 30 days monies issued) from the district attorney's office
- For state disability, worker's compensation, unemployment benefits or pension, you must show all pay stubs for all pay periods for the prior 30 days.
- Income contributions/cash payments should include date, name, address of person giving contributions.

PLEASE NOTE: in 2012, besides meeting income guidelines, applicants must meet set energy burden levels and required points as outlined in our Priority Plan. The Priority Plan is designed as a guide so that we may serve the "neediest of the needy".

THERE IS NO GUARANTEE YOU WILL BE ASSISTED UNTIL YOUR PAPERWORK AND SITUATION ARE REVIEWED. ASSISTANCE IS BASED ON CRITERIA SET BY HEAP STATE REQUIREMENTS, WHICH MUST BE MET BY APPLICANT.